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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 29 February 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 21 - 28 February 1956

25X1 1. In checking current regulations and the possible issuance of
25X1 a new regulation on dispatches, [] advised that the need for
25X1 cable format and message writing instructions was brought up in a DDP
Staff meeting. [] as a representative of the Office of
Training, was advised there would be approximately 2,000 people from
the DDP offices requiring this instruction and it was the responsibility
of training to provide the coverage. Subsequently, [] contacted
25X1 this office to discuss the matter. Approximately two and a half hours
were spent in briefing [] on our cable lecture presentation,
25X1 reviewing our materials and discussing the best approach as to number
of students per class, length of presentation, method and course content.

25X1 2. [] made a tour of the new DDP []
in Records Integration to see if there was a service offered which could
be mentioned or included in our courses. Of the three facilities being
offered initially, the carding of information for field stations appears
to be of immediate value to us. Other members of the staff will also
take this tour.

25X1 3. [] was interviewed as a possible replacement
25X1 for [] Arrangements have been made with [] and
25X1 [] will report this week. She will be entered in the Adminis-
trative Procedures starting 5 March.

25X1 4. [] rotation was discussed with []
who suggested that his personnel file be sent to [] Deputy,
25X1 SE, so that he could explore the possibility of having a counterintelligence
staff, SE slot made available for [] assignment. It was
25X1 arranged with [] of OTR Personnel to forward the file.

25X1 5. [] met today with [] Budget and Fiscal Officer
of EE, to obtain an explanation of finance annexes to projects; specifically,
how they are prepared and who uses them. [] are
25X1 preparing the finance annexes for a project problem at []
25X1

25X1 6. [] presented a lecture on Surveillance in a TSS course.

25X1 7. [] is on annual leave for one week.

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